



**SETTING THE STAGE** - Be familiar with the current programs

- ☐ Set up a one-on-one with your employees and assure them in advance that this isn't a negative conversation.
- ☐ Set aside 10-15 minutes of uninterrupted time (no phone calls, no checking emails, ditch the Blackberry).

**HAVING THE CONVERSATION** - Explain that you are meeting to learn about what kind of recognition is meaningful to them because you want to honor their preference.

Briefly explain the types of day-to-day and informal recognition CalSTRS offers.

**ASK** - In the future, when you earn recognition, how would you like to receive it? (*check all that apply*)

1. Would you like your birthday recognized?

If yes - \_\_\_\_\_ (mm/dd)

2. Would you like your CalSTRS anniversary date recognized?

If yes - \_\_\_\_\_ (mm/dd/yy)

**ACTION ITEM** - Make note of each person's preferences and recognize them appropriately for future accomplishments. Add key dates to your Outlook calendar and add "reminders" one week ahead. Set them as yearly recurring events.

*If appropriate, take the time during this one-on-one meeting to recognize one thing the employee has done well recently.*

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_  
Unit / Division \_\_\_\_\_  
Date \_\_\_\_\_

Employee Prefers:

PRIVATE
<input type="checkbox"/> A personal one-on-one w/manager
<input type="checkbox"/> An email from manager, with cc: to the higher manager if appropriate
<input type="checkbox"/> Hand written note
<input type="checkbox"/> Greeting card
<input type="checkbox"/> Note or letter to personnel file
Notes/Comments

PUBLIC
<input type="checkbox"/> In a unit meeting
<input type="checkbox"/> At an all staff forum/quarterly or annual event
<input type="checkbox"/> On CalSTRS Central
<input type="checkbox"/> On the digital signage
Notes/Comments